

**FIORIELLO H. LAGUARDIA COMMUNITY COLLEGE
Non-Tax Levy Authorized Signatory Form**

Non-Tax Levy Entity: _____

Date: _____

Program / Department Number - Name: _____

Note: Chairperson/Designee Authorized Signatory is the person authorized to spend funds allocated within an earmarked area, program, or department.

Signature of Chairperson or Designee

Printed Name

_____	_____	<input type="checkbox"/> Purchase Requisition & Receiving Report	<input type="checkbox"/> Payment Request	<input type="checkbox"/> Centralized Travel Form	<input type="checkbox"/> Travel/Personal Expense Reimbursement Request	<input type="checkbox"/> Request/Receive Financial Statements	<input type="checkbox"/> Payroll Timesheets
_____	_____	<input type="checkbox"/> Purchase Requisition & Receiving Report	<input type="checkbox"/> Payment Request	<input type="checkbox"/> Centralized Travel Form	<input type="checkbox"/> Travel/Personal Expense Reimbursement Request	<input type="checkbox"/> Request/Receive Financial Statements	<input type="checkbox"/> Payroll Timesheets
_____	_____	<input type="checkbox"/> Purchase Requisition & Receiving Report	<input type="checkbox"/> Payment Request	<input type="checkbox"/> Centralized Travel Form	<input type="checkbox"/> Travel/Personal Expense Reimbursement Request	<input type="checkbox"/> Request/Receive Financial Statements	<input type="checkbox"/> Payroll Timesheets

The individuals listed below are authorized to be the Requestor for Purchase Requisitions, Payment Request Forms, request and/or receive Financial Statements (please circle "request", "receive" or both).

Signature of Requestor or Program Liaison

Printed Name

_____	_____	<input type="checkbox"/> Purchase Requisition & Receiving Report	<input type="checkbox"/> Payment Request	<input type="checkbox"/> Centralized Travel Form	<input type="checkbox"/> Travel/Personal Expense Reimbursement Request	<input type="checkbox"/> Request/Receive Financial Statements	<input type="checkbox"/> Payroll Timesheets
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This Authorization is for the period 7/1/2019 – 6/30/2020